

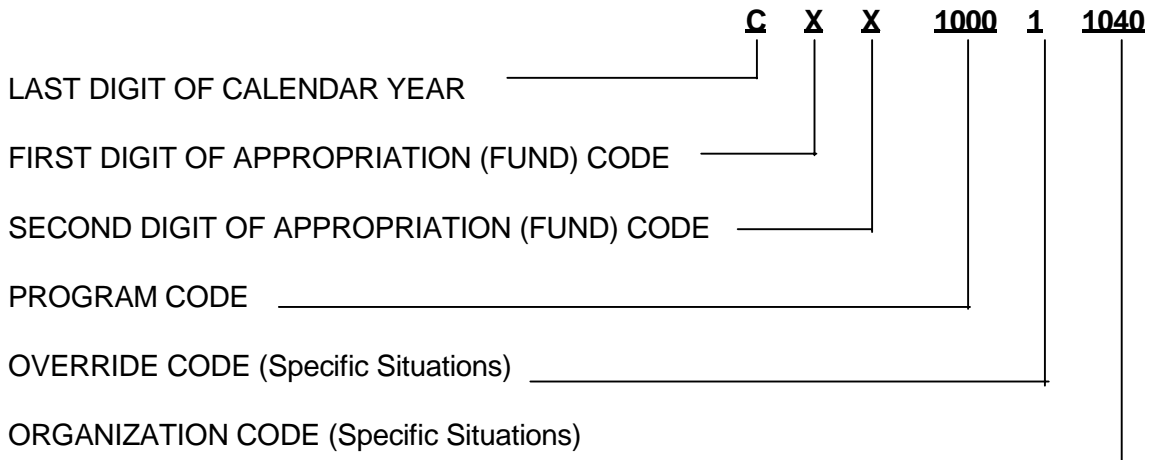
## Chapter 6

### Time and Attendance Coding Structure for FEMA Payroll Data in NFC's PC-TARE System

**6-1. Coding Accounting Data.** FEMA timekeepers record basic financial accounting data in Time and Attendance (T&A) columns headed APP and A in the National Finance Center's (NFC's) PC-TARE System. The APP column contains a three-digit appropriation code for fiscal year and appropriation. Column A contains FEMA's four-digit Program Code related to personnel costs for the appropriate FEMA organizational element. Each timekeeper is provided this basic information for each employee by the appropriate program office.

**6-2. Coding Structure for the T&A.**

- a. The structure of the FEMA T&A Accounting Code used for the T&A consists of 6 components which may contain up to a total of 12 digits.



- b. The first digit in the T&A Accounting Code is the last digit of the Calendar Year (CY) (e.g., 2000 = 0, 2001 = 1, 2002 = 2).
- c. The second digit in the T&A Accounting Code is the first digit of the 2-digit Fund Code (e.g., 05, 06, 09, 10, 20).
- d. The third digit in the T&A Accounting Code is the second digit of the 2-digit Fund Code (e.g., 05, 06, 09, 10, 20).
- e. The fourth through seventh digits in the T&A Accounting Code represent the Program Code related to personnel costs.
- f. The eighth digit is an override code. It is used for specific situations: to indicate a Radiological Emergency Preparedness (REP) employee, a disaster assistant employee (DAE), or to charge a different organization code when the pay source is **other than the employee's home organization code**. This override must be used for DAEs and overtime for PFTs when working on a disaster. The possible digit is:

- (1) 2 for a REP employee.
- (2) 1 for all other employees.

g. The ninth through twelfth digits of the T&A Accounting Code represent the Organization Code of the funding office. This field is used when a "1" or a "2" is used in the override code component, and should **ALWAYS** be used for DAE time cards.

6-3. **Coding Options.** When entering accounting information through PC-TARE, several options are available.

- a. A new account number can be stored by entering a 1 in the AC field located on the second line of the T&A screen.
- b. A currently stored account number can be kept by entering a 2 in the AC field.
- c. A currently stored account number can be temporarily overridden with a new number by leaving a space in the AC field. The override option is most often used for Superfund, CSEPP, and disasters in which the timekeeper can code hours to fund codes and program codes other than the fixed account number (FAN) currently stored for an individual.

6-4. **T&A Coding Examples.** Figures 6-1, 6-2, and 6-3 illustrate examples of several options for coding a T&A into the PC-TARE system.

- a. Figure 6-1 shows a basic appropriation coding for a T&A. The example shows that the employee works for the Office of Human Resources Management. FEMA's Financial Management Program Code for that office is 09-0800. The first T&A keyed in for FY 2001 would appear as shown in this Figure. If there is any question about what is stored at NFC, the codes can always be stored again by the timekeeper.
- b. Figure 6-2 illustrates a routine T&A coding in which the timekeeper has previously coded and stored an accounting code for the employee in the current year. The T&A is keyed for 80 regular hours, with no changes to either the program code or the organization code
- c. Figure 6-3 shows an example of overriding the currently stored account number for disaster work (program code) and different organization.

**Figure 6-1**  
**Basic Appropriation Coding Example**

```

LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME: USE
STORED CODE
01 18 17 11 0010 06 99 1      1      222-22-2222 DATE 10-28-00 01
02 RS  AL  O  F      CON  AU01  2  %  AC 1 DA
CS  CMP  02
PR TC SUFFIX WEEK1 WEEK2 APP  A  B  C  D  E  F
LL
03  01      40.  40.  109  0800
1  03
04      04      .  .
05      05      .  .
06      06      .  .
07      07      .  .
08      08      .  .
09      09      .  .
10      10      .  .
11      11      .  .
12      12      .  .
13      13      .  .
14  104      98.0 <TOTAL TIME ANNL FWD  60.0 ACCR  4  USED 24.0
BAL  40.0 14
15      .  .  SICK FWD  .0 ACCR  4  USED  0.0
BAL  4.0 15
16      .  .  COMP FWD  0.0 ACCR  0.0 USED  0.0
BAL  0.0 16
17  0      0.0 <TOTAL OTHR LWOP FWD  0.0      USED  0.0
BAL  0.0 17
18      AWOL FWD  0.0      USED  0.0
BAL  0.0 18
19 REMARKS:      SUSP FWD  0.0      USED  0.0
BAL  0.0 19
20      MILR FWD  0      <DAYS> USED  00
BAL  0  20
21      PAGE 1      MILE FWD  0.0      USED  0.0
BAL  0.0 21
22      OTHR      USED  0.0
22
F-2 (MAIN MENU) F-3 (LINE UP) F-7 (LINE DOWN) F-4 (UPDATE
RECORD)

```

**Explanation:**

- a. **Line 2:AC Field:** Enter "1" (one) to store the accounting data in line 3 for future pay periods.
- b. **Line 3:**
- 01** is the T/C (transaction code) for regular hours worked.
  - 40** is the number of hours worked each week.
  - 109** is the FY 01 payroll code for IFMIS, Fund 9.
    - 1<sup>st</sup> digit = last digit of the fiscal year (FY-01)
    - 2<sup>nd</sup> digit = 1<sup>st</sup> number of the Fund Code (**09**)
    - 3<sup>rd</sup> digit = 2<sup>nd</sup> number of Fund Code (**02**)
  - 0800** is the organization code for the Office of Human Resources Management.

**NOTE:** Refer to Chapter 5 of this Manual for the organization code of your office.

**Figure 6-2**  
Routine T&A Coding Example

```

LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME: USE STORED CODE
01 18 17 11 0010 06 99 1 1 222-22-2222 DATE 10-28-00
02 RS AL O F CON AU01 2 % AC 2 DA CS CMP
02
PR TC SUFFIX WEEK1 WEEK2 APP A B C D E F LL
03 01 40. 40. 1
03
04 . .
04
05 . .
05
06 . .
06
07 . .
07
08 . .
08
09 . .
09
10 . .
10
11 . .
11
12 . .
12
13 . .
13
14 104 98.0 <TOTAL TIME ANNL FWD 60.0 ACCR 4 USED 24.0 BAL 40.0
14
15 . . SICK FWD .0 ACCR 4 USED 0.0 BAL 4.0
15
16 . . COMP FWD 0.0 ACCR 0.0 USED 0.0 BAL 0.0
16
17 0 0.0 <TOTAL OTHR LWOP FWD 0.0 USED 0.0 BAL 0.0
17
18 AWOL FWD 0.0 USED 0.0 BAL 0.0
18
19 REMARKS: SUSP FWD 0.0 USED 0.0 BAL 0.0
19
20 MILR FWD 0 <DAYS> USED 00 BAL 0
20
21 PAGE 1 MILE FWD 0.0 USED 0.0 BAL 0.0
21
22 OTHR USED 0.0
22
F-2 (MAIN MENU) F-3 (LINE UP) F-7 (LINE DOWN) F-4 (UPDATE RECORD)

```

**Explanation:**

- a. **Line 2: AC Field:** Enter "2" to use the most recent accounting data previously stored with "1" in this field.
- b. **Line 3: 01** is the T/C (transaction code) for regular hours worked.  
**40** is the number of hours worked each week.
- c. No coding is required in the **APP** and **A** columns. The system will use data previously used and stored.

**Figure 6-3**  
Account Number Override Example

```

LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME: OVERRIDE EXAMPLE #1
01 18 17 42 6540 20 05 1 1 333-33-3333 DATE 10-28-00 01
02 RS AL O F CON AU01 2 % AC DA CS CMP 02
   PR TC SUFFIX WEEK1 WEEK2 APP A B C D E F LL
03 61 24. . 109 4400 03
04 01 16. 40. 109 4400 04
05 21 8. . 106 4220 1904 4 05
06 21 . 10. 106 1155 1909 4 1 06
07 . . 07
08 . . 08
09 . . 09
10 . . 10
11 . . 11
12 . . 12
13 . . 13
14 104 98.0 <TOTAL TIME ANNUL FWD 60.0 ACCR 4 USED 24.0 BAL 40.0 14
15 . . SICK FWD .0 ACCR 4 USED 0.0 BAL 4.0 15
16 . . COMP FWD 0.0 ACCR 0.0 USED 0.0 BAL 0.0 16
17 0 0.0 <TOTAL OTHR LWOP FWD 0.0 USED 0.0 BAL 0.0 17
18 AWOL FWD 0.0 USED 0.0 BAL 0.0 18
19 REMARKS: SUSP FWD 0.0 USED 0.0 BAL 0.0 19
20 MILR FWD 0 <DAYS> USED 00 BAL 0 20
21 PAGE 1 MILE FWD 0.0 USED 0.0 BAL 0.0 21
22 OTHR USED 0.0 22
F-2 (MAIN MENU) F-3 (LINE UP) F-7 (LINE DOWN) F-4 (UPDATE RECORD)

```

Explanation:

- a. **Line 2:** The AC field must be **BLANK**.
- b. **Line 3:** **61** is the T/C (transaction code) for annual leave used.  
**24** is the number of leave hours taken (1<sup>st</sup> Pay Period week).  
**109** is the 2001 (1) regular S&E Payroll Code (09). See Example #1.  
**4400** is the regular S&E program code for Disaster Assistance Division – Response & Recovery.
- c. **Line 4:** **01** is the T/C for regular hours worked.  
**16** is the number of regular hours worked during the 1<sup>st</sup> pay period week.  
**40** is the number of regular hours worked during the 2<sup>nd</sup> pay period week.  
**109** is the 2001 (1) regular S&E Payroll Code (09).  
**4400** is the regular S&E program code for Disaster Assistance Division – Response & Recovery.
- d. **Line 5:** **21** is the T/C for overtime hours worked.  
**8** is the number of overtime hours worked during the 1st week.  
**106** is the 2001 (1) Disaster Relief Fund Code (06).  
**4220** is the Disaster Support program being charged for the overtime.  
**1904 4** is the override option (1) and organization code (9044) for the paying office (9044 =Region 4, DAP Division).
- e. **Line 6:** **21** is the T/C for overtime hours worked.  
**10** is the number of overtime hours worked during the 2<sup>nd</sup> week.  
**106** is the 2001 (1) Disaster Relief Fund Code (06).  
**1155** is the Disaster Program being charged for the overtime.  
**1909 4** is the override option (1) and organization code (9094) of the paying office (9094 =Region 9, DAP Division).